

November 12

INVENTORY CONTROL

Accounting control of inventories to improve turnover and reduce obsolescence. Factory production schedules related to sales demands.

LECTURER: A. A. Mackey,
Management Advisory Services,
Price, Waterhouse & Co.

November 19

CONTROLLING LABOUR DISTRIBUTION

Methods for controlling labour costs by establishing efficiency standards.

LECTURER: O. M. Mackey,
Manager,
Data Processing Apparatus Division,
Canadian General Electric Co.,
Peterborough, Ontario.

November 26

UNUSUAL APPLICATIONS

Part 1—The method of issuing and controlling traffic summonses by the Metropolitan Toronto Police.

LECTURER: E. L. Vollum,
Manager, Machine Accounting,
City Hall, Toronto.

Part 2—Salesmen record customers' orders on "mark sense" punched cards for automatic processing of shipping papers.

LECTURER: R. F. Craig,
Supervisor Data Processing,
Procter & Gamble Co. of Canada Ltd.

December 3

A COMBINED APPLICATION

The integration of a number of machine applications through one machine accounting system.

LECTURER: T. C. Scrymgeour,
Manager of Operations,
White Hardware Ltd.

December 10

QUESTIONS AND REVIEW

A review of the principles described in the lectures where answers to questions arising from the lectures are discussed. Students are encouraged to submit questions to the Chairman throughout the Course.

LECTURER: D. T. Barber,
Management Consultant.



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Session 1959-60

Introductory Course in

MACHINE ACCOUNTING with Punched Cards

sponsored by
TORONTO CHAPTER
NATIONAL MACHINE ACCOUNTANTS
ASSOCIATION

Introductory Course in
MACHINE ACCOUNTING
with Punched Cards

Thursdays 10 LECTURES

Offered in co-operation with the Toronto Chapter, National Machine Accountants Association, this course is intended as an introduction to High Speed Data Processing through an understanding of the principles and uses of punched cards and punched paper tapes.

This course is primarily prepared for Office Managers and others concerned with the ways in which punched card procedures may be used in office work.

The course is offered in the hope that a better understanding of the ways in which punched card accounting can contribute to efficiency will attract capable office workers to an ever expanding and challenging field of endeavour.

Early registration is advisable since enrolment in this course will be restricted. If sufficient demand develops the course may be repeated in the spring term.

COURSE DIRECTOR—Electronic Computer Courses

Dr. C. C. Gotlieb,
Chief Computer, Computation Centre,
University of Toronto.

COURSE DIRECTOR—Machine Accounting

Mr. D. A. Lewin,
Education Chairman,
National Machine Accountants Association.

TIME: Thursdays, 7.30 p.m., beginning October 8th, and the term will end December 10th.

PLACE: Room 254, Mechanical Building.

FEE: \$20.00.

Registration:

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms may be obtained by writing The Director, University Extension, 65 St. George Street, or by telephoning WA. 3-6611, locals 301, 304, 526, 527.

In order to accommodate students and enable them to enrol during the evening, registration will be taken—

Monday	September 14th
Wednesday	September 16th
Monday	September 21st
Wednesday	September 23rd
Monday	September 28th

from 7.30 to 9 p.m. in the Wallberg Building, corner of St. George and College Streets.

PROGRAMME

October 8

AN INTRODUCTION TO PUNCHED CARDS

Explanation of machines and their function.

LECTURER: D. B. Watson, M.B.E., B.Com.,
Director,
Woods Cordon & Co.

October 15

A PRACTICAL APPLICATION

A modern machine accounting department in operation, demonstrating the function of each machine.

N.B. This lecture will take place at the Head Office of The Manufacturers Life Insurance Company, 200 Bloor Street East. Students should assemble at 7.30 p.m. in the Main Floor Lounge, enter by West door on St. Paul's Square.

LECTURER: H. J. Stowe,
Comptroller,
Manufacturers Life Insurance Company.

October 22

INTEGRATED DATA PROCESSING

An explanation and discussion of office machines that use punched paper tapes and their relations to punched cards.

LECTURER: H. S. Brown,
Supervisor,
Integrated Data Processing Research,
R. L. Crain Limited.

October 29

A BASIC APPLICATION

Describing the machine steps and procedures in the preparation of a payroll using punched cards.

LECTURER: J. Flowers,
Specialist, Automated Systems,
Moore Business Forms.

November 5

ACCOUNTS RECEIVABLE

The punched card methods of preparing accounts receivable statements and analysis of past due accounts—open item and balance forward.

LECTURER: J. D. MacLean,
Management Consultant,
Peat, Marwick, Mitchell & Co.